Ed.   00

CNF24

User Guide

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INTRODUCTION

Purpose

This guide describes CNF24 basic information and features.

Document Content and Organization

This manual consists of 4 chapters and an abbreviation.

CHAPTER 1. CNF24 Overview

Describes CNF24 overview and capacity.

CHAPTER 2. CNF24 Setup

Describes the CNF24 setup procedure and license.

CHAPTER 3. Conference Manager

Describes the Conference Manager functions.

CHAPTER 4. CNF24 Features

Describes conference features of the CNF24.

ABBREVIATION

Provides the definitions of the abbreviations used in this manual.

Conventions

The following types of paragraphs contain special information that must be carefully read and thoroughly understood. Such information may or may not be enclosed in a rectangular box, separating it from the main text, but is always preceded by an icon and/or a bold title.

WARNING

Provides information or instructions that the reader should follow in order to avoid personal injury or fatality.

CAUTION

Provides information or instructions that the reader should follow in order to avoid a service failure or damage to the system.

CHECKPOINT

Provides the operator with checkpoints for stable system operation.

NOTE

Indicates additional information as a reference.

Console Screen Output

- The lined box with 'Courier New' font will be used to distinguish between the main content and console output screen text.
- '**Bold Courier New**' font will indicate the value entered by the operator on the console screen.

Reference Manuals

OfficeServ DM User Guide
Describes how to connect and use the OfficeServ DM, how to configure and set the OfficeServ key phone system's environment.

Revision History

EDITION	DATE OF ISSUE	REMARKS
00	09. 2010.	First edition
01	11.2010	Second edition

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CHAPTER 1. **CNF24 Overview**

This chapter describes CNF24 overview and capacity.

Overview

CNF24 provides the transmit and receive services for voice connections on the network. Locally connected stations/extensions and external parties can use the CNF24 to participate in voice conferences.
The CNF24 can provide up to 24 connections for voice conference, with the number of participants in any one conference variable from 2 users to 24.
The CNF24 provides the ability to record voice conferences with a maximum recording capacity per CNF24 of 50 hours, the maximum number of conferences that can be recorded simultaneously is 6.

Major Functions

Functions of CNF24 are as follows.

- Supports Meet-Me conference where the participant dials into the system to join the conference
- Supports Pre-defined conference where the conference leader (master) generates phone calls to a specified group of users simultaneously to invite members to the conference
- Supports Ad-hoc conference which the conference leader makes a phone call to each member to invite them to the conference
- Permits a participant to enter the conference after notifying members in the conference (voice announcement)
- Provides the conference leader (master) with additional functions for the conference using the Conference Manager function
- Register and setup functions for guidance and greetings for the conference

Front View of CNF24

The front view of the CNF24 is shown in the figure below:
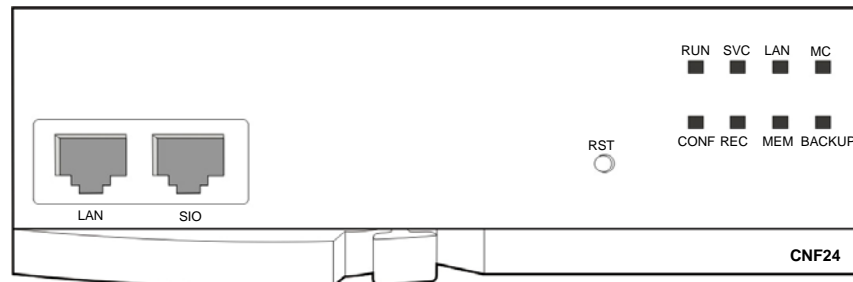
Figure 1.1   Front View of the CNF24

The components on the front panel of the CNF24 are listed in Table 1.1.

Table 1.1   Ports and LEDs of the CNF24

Ports, LEDs	Functions
LAN	Ethernet port that connects to the LAN. - Connector: RJ45 - Cable: CAT 5 cable, UTP
SIO	UART port (for tests).
RST	Button for resetting the CNF24.
RUN LED	This LED indicates CNF24 status. - Off: Power is not being supplied. - On: Booting. - Blink: The RAM program is operating.
SVC LED	This LED indicates if the CNF24 service is available. This LED turns on when the CNF24 software task can be accessed. - Red blink: CNF24 service is not available - Green blink: CNF24 service available
LAN LED	This LED indicates the status of the Ethernet link - Red: Linked as 10 BASE-T Ethernet mode - Red blink: Transmitting/receiving data as 10 BASE-T - Green: Linked as 100 BASE-T Ethernet mode - Green blink: Transmitting/receiving data as 100 BASE-T - Orange: Linked as 1000 BASE-TX Ethernet mode - Orange blink: Transmitting/receiving data as 1000 BASE-TX - Off: Link off
MC LED	- Green blink: Auxiliary memory (NAND) is accessed. - Off: No access

Ports, LEDs	Functions
CONF LED	This LED indicates the number of the conference channels in use - Green: 1~8 channels conferencing - Orange: 9~16 channels conferencing - Red: 17~24 channels conferencing - Off: No conference
REC LED	This LED indicates the number of the recording channels in use - Green: 1~2 channels conferencing - Orange: 3~4 channels conferencing - Red: 5~6 channels conferencing - Off: No recording
MEM LED	This LED indicates the capacity status of the recording storage. - Green: 0~49% of the recording storage used - Orange: 50~69% of the recording storage used. - Red: 70~79% of the recording storage used - Red blink: Over 80% of the recording storage used.
BACKUP LED	This LED indicates the status of backup operation. - Green blink: Makes backup of the recorded data to the web page. - Off: No operation

CNF24 Capacity

System Capacity

CNF24 can be installed into the OfficeServ7400 (MP40) and OfficeServ7200 (MP20 & MP20S). The CNF24 cannot be installed into the OfficeServ7200 MCP, or other OfficeServ system. CNF24 has 24 conference channels and up to maximum 4 cards can be installed into the OfficeServ7400. The number of conference groups can be increased as more CNF24 cards are installed on the system. In case of recording or paging, the number of conference members is decreased as each recording or paging occupies one conference channel.

For more information refer to the following table.

Table 1.2   System Capacity

System	MAX. # of CNF24	MAX. # of Members
OfficeServ7400 (MP40)	4	24 members, 4 groups (Without recording or paging)
OfficeServ7200 (MP20)	2	24 members, 2 groups (Without recording or paging)
OfficeServ7200 (MP20S)	1	24 members, 1 group (Without recording or paging)

Slot Information for CNF24

The CNF24 must be installed into a slot that supports 32 channels or more if all 24 conference channels are to be used. If the CNF24 is installed into a 16 channel slot, a maximum of 16 conference channels are supported.
Refer to the following figure.

OfficeServ7400 (MP40)

Basic Cabinet		
LP40	24	24
MP40	24	24
24	24	24
24	24	24

Expansion Cabinet 1, 2		
LP40	24	24
24	24	24
24	24	24
24	24	24

OfficeServ7200 (MP20)

Basic Cabinet		
MP20	16	16
24	24	24

Expansion Cabinet		
LCP	16	16
24	16	16

OfficeServ7200 (MP20S)

MP20S	16	16
24	24	24

Figure 1.2   Slot Information for CNF24

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CHAPTER 2. CNF24 Setup

This chapter describes the CNF24 setup procedure and license.

CNF24 Setup

Setup Procedure

CNF24 setup procedure is described below.

1. Install CNF24 on OfficeServ7400, OfficeServ7200 or OfficeServ7200S.
Be aware that the MCP of OfficeServ7200 does not support CNF24.

> **NOTE**
>
> **Information for CNF24 Installation**
> Refer to the OfficeServ 7200/7400 Installation Manual.

2. Connect LAN network cable to the CNF24.

The CNF24 itself can operate normally without being connected to the network but conference service cannot be provided.

3. When the CNF24 is ready to provide conference service, RUN LED will blink and ther Device Manager (DM) menue 2.2.0 will show CNF24 S/W version and CPLD/PCB version.

4.   Input CNF24 IP Address in DM 2.2.16.

Figure 2.1   CNF24 Parameter Setting

CNF24 will restart automatically to apply new network setting.

5.   Input Service License Key in DM 2.1.4 to enable CNF24 channels.

Figure 2.2   Input Service License Key

CNF24 License

CNF24 license option is added to the Service License in DM (Device Manager). If you already have a Service License and want to add the CNF24 service, you will require a new Service License including CNF24 count.

The number of CNF24 license counts can be up to 96 (24 x 4) in case of MP40, 48 (24 x 2) in case of MP20 and 24 in case of MP20S.

SW3 - SVC

LICENSE KEY	
NQUMWELH-PLJWZMLP-LUHCLIU9-H1A8FRMM-74DVPS3Y-7ZTCHYEQ	
BASIC INFORMATION	
Country	
Purpose	
Description	
User Name	
Tel	
MAC Address	
MAC Address Type	
Switch Type	
License Type	
CAPACITY	
H.323 Trunk Count	10
SoftPhone Count	10
IP Phone Count	10
Mobex Executive Count	10
WIFI Phone Count	10
Call Manager(OS COMM)	10
Conf Bridge Port Count	24
SPNet	Nonuse
Duplexing	Nonuse

Figure 2.3   CNF24 License

Updating CNF24 Setup Information

Each CNF24 has unique MAC address and the system manages card information by using its MAC address. So if the location of CNF24 is changed, the setup information should be updated as in following cases.

- On initial installation of the CNF24 in slot A.
  Installer does not have to update the setup information.
- When CNF24 from slot A is moved to another slot B.
  CNF24 information is automatically updated in slot B. The installer should delete previous CNF24 information of slot A in DM 6.3.1.
- When current CNF24 is swapped with another CNF24 in the same slot.
  Installer does not have to update installation information. The new card Mac address is updated automatically.
- When current CNF24 installed in slot A is pulled out and another CNF24 is installed in slot B.
  Installer should clear previous setup information from slot A to update new CNF24 information. In this case the installer should assign a new IP address to CNF24 installed in slot B. (in DM 2.2.16)

CNF24 Status

The system can provide the conference service when CNF24 status is active. Be aware that the card status can change into idle state in the below cases the user/installer should follow the check list for recovery.

- LAN connection between system and CNF24
  System checks card status every 5 seconds. If network cable of CNF24 is disconnected, system restricts conference service until LAN connection is recovered.
- Card Parameter setting
  When IP address is not assigned to CNF24, the system cannot check the card status. Every time a new CNF24 is installed, the user should assign its IP address.
- Service License Key
  Even though CNF24 is installed normally, the system cannot provide conference service without the correct Service License. If the user tries to make a conference call in that case, the message 'No CNF CHs are available' will be displayed on the phone. Check Service License key when the system is initialized or the country code is changed.

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CHAPTER 3. Conference Manager

This chapter describes OfficeServ Conference Manager functions.

Conference Manager is a web program designed to configure and set a conference for CNF24.

Environment

OfficeServ Conference Manager can manage the conference for CNF24.

Table 3.1   Installation Environment

Category	Requirement
CPU	Pentium III or faster
Main Memory	512 MB or more
HDD Drive	At least 10 MB of free space
OS	Independent
Browser	Internet Explorer v6 or later
Java	JRE V1.6.0_03 or newer

Operation

> **NOTE**
>
> All the opreations of the Conference Manager are restricted by the user level.

Starting the OfficeServ Conference Manager

1. Launch the web browser.

2. Input the URL like 'https://system_ip/pwp/index.html' (for MP20s) or 'http://system_ip/pwp/index.html' (for MP40, MP20).
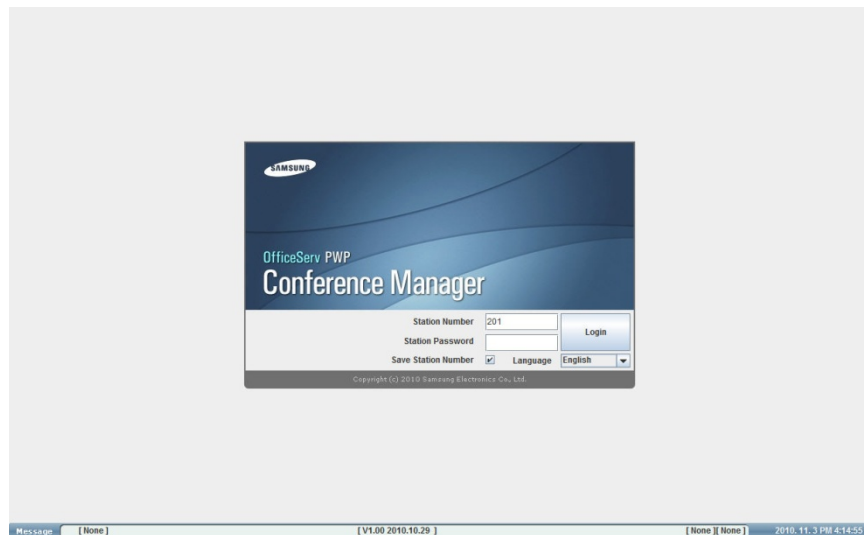
Figure 3.1 Conference Manager

> **Java Runtime Environment**
>
> If the Java Runtime Environment is not installed or a lower version than V1.6.0_3 is installed on the PC, you will see the page below. Click the **[Java Download Page]** or **[Java Upgrade Page]**.
>
> **NOTE**
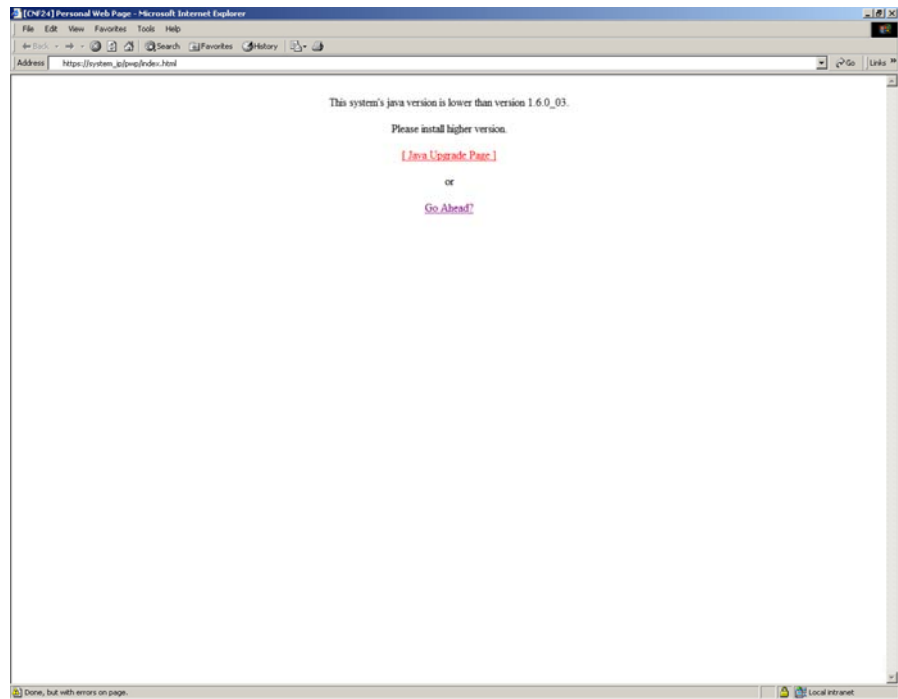
Figure 3.2   Java Downlad Page

Log In

1. Input your extension number in **[Station Number]**.

2. Input your extensions passcode in **[Station Password]**. (default: 1234)

3. Click the **[Login]** button.
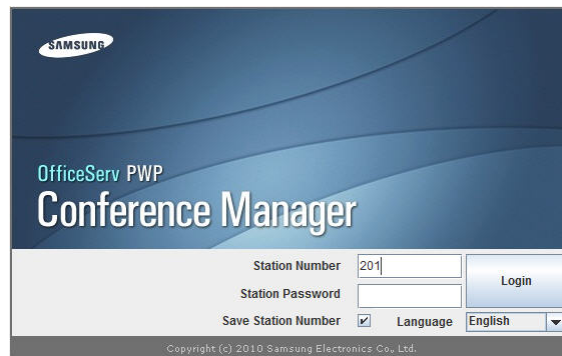
Figure 3.3   Log in screen

Meet Me Main

Screen Layout
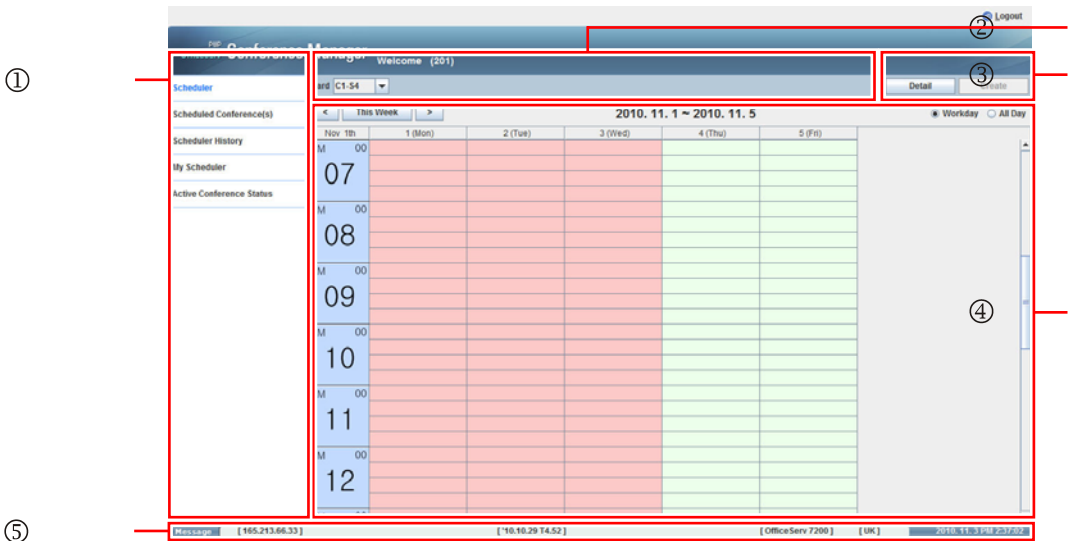
Figure 3.4   Screen Layout

Item	Description
① Menus	Display menus
② Navigator	Display the card position, and can select the previous/this/next week
③ Buttons	Function buttons
④ Time Table	Displays the time table of the channel
⑤ Status Bar	Displays information such as IP address, version, type, country, system time

Create

1. Select the conference time by dragging the area in the time table

Figure 3.5 Conference Time Selection

2. Click the **[Create]** button.

3. Input the details for conference.

Figure 3.6 Conference Reservation

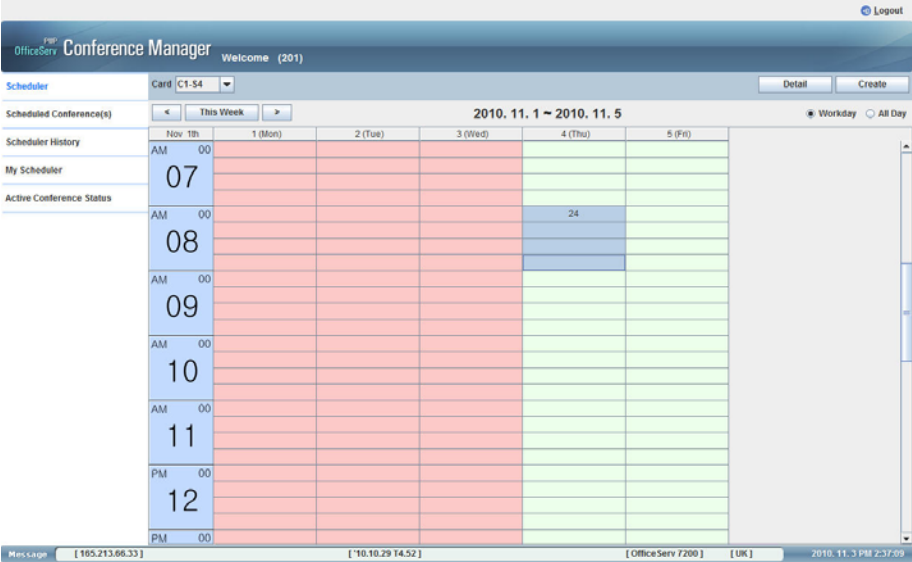| Item	Description
Subject	Input the description for conference.
Conference Id	Input Conference ID. Three digits should be inserted. (ex. 100) After inputting the unique numeric ID, click the **[Check]** button If the ID is not unique, system will offer a unique ID.
Duration	Select the time and duration for conference.
Repeat	Select the repeat type. (Once/Daily/Weekly) If you select 'Daily', the end date can't exceed 7days from start date. If you select 'Weekly', the end date can't exceed 28 days from start date.
End Date	If you select 'Daily/Weekly', select the end date for conference.
# of Attendees	Input the number of attendees, this will reserve the required channels from the available channels.
Available Channel	Display the max channel according to condition.
Attendee List	Input conference member. You can send the invitation letter by checking the 'Send Invitation letter' after confirming reservation.

(Continued)

Item	Description
Password	Input a numeric password for the conference If left blank, members joining the conference will not be required to enter a password.

Options	- Early Entrance: Determine if early entrance is allowed
	- Recording: Determine if recording is allowed
	  If recording is checked, this will use an additional channel.
	- Paging: Determine if early paging is allowed.
	  If paging option is checked, this will use an additional channel and <Page Group> is enabled. Input the page group index.

Greeting Prompt	You can upload a personal greeting message file.

Select Conference Member and Sending Invitation Letter

If you click the [Select] button, the following window will be displayed. Search subscriber by phone number or name and add selected subscriber to Party List. In Party List, subscriber's information such as phone number, name and e-mail address can be checked.
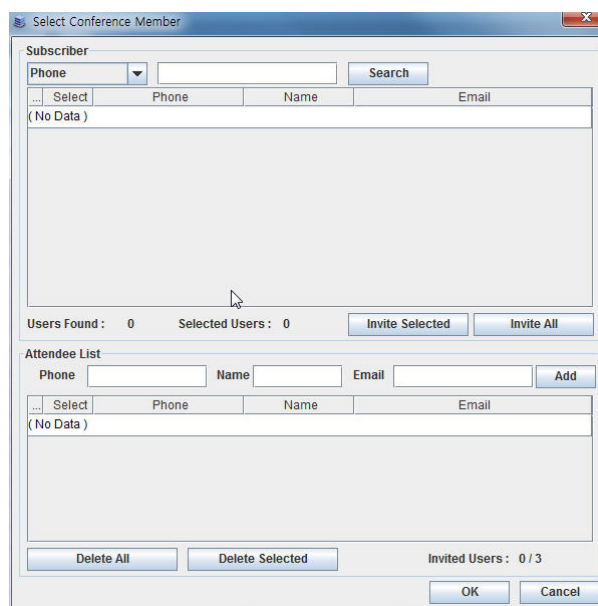
Figure 3.7   Select Conference Member

If you check the 'Send Invitation Email', you can see the window below. Make an invitation message and click the **[Send]** button. The invitation mail will be sent to all the conference members.

Figure 3.8   Meet Me Conference Invitation

Detail

If you click the **[Detail]** button, you can see the conference list.
When you click the **[Detail]** button after selecting the time range by dragging, you can see the conference list for the time range.
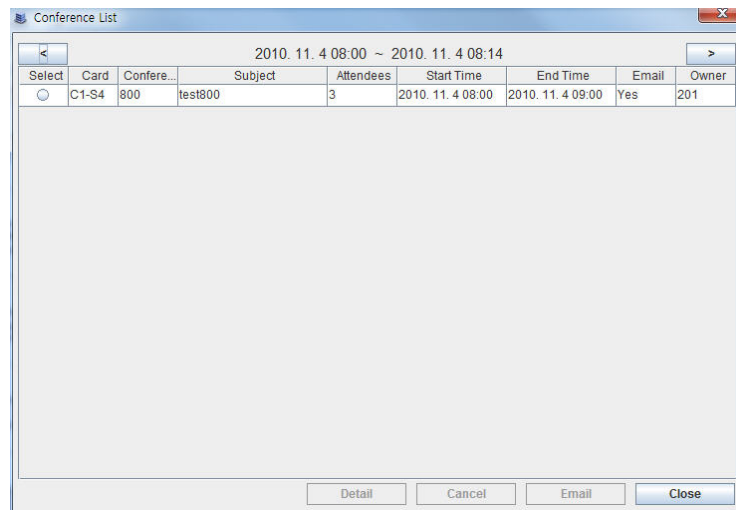
Figure 3.9   Conference List

Item	Description
Navigator (<, >)	Can select the previous/next
Detail	See the detail of selected reservation
Cancel	Cancel the selected reservation. You can send a mail with the reason
Email	See the invitation message of the selected conference

Scheduled Conference(s)

If you click the **[Scheduled Conference(s)]** menu, you can see the reserved conference.
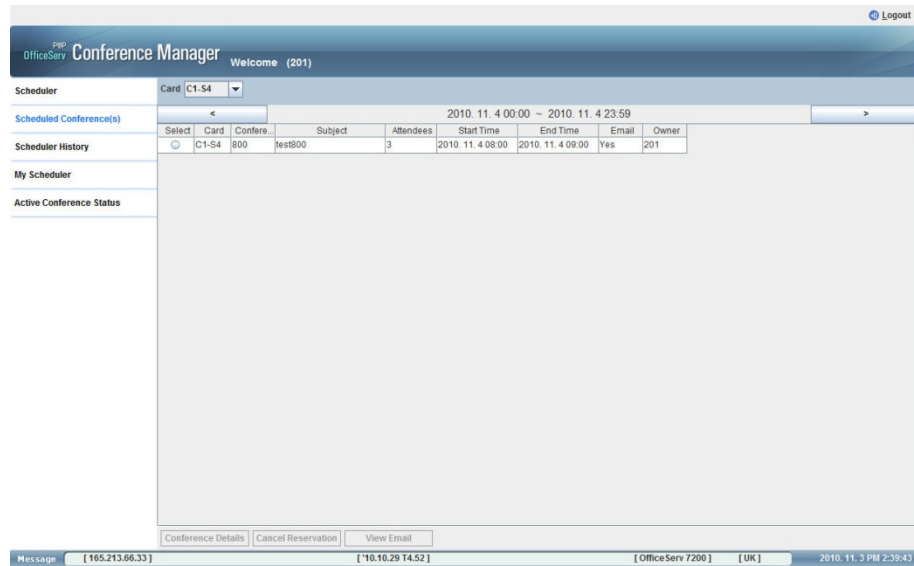
Figure 3.10   Scheduled Conference(s)

Item	Description
Navigator (<, >)	Display the card position, you can select the yesterday/ tomorrow
Conference Details	See the detail of selected reservation
Cancel Reservation	Cancel the selected reservation. You can send a mail with the reason
View Email	See the invitation message of the selected conference
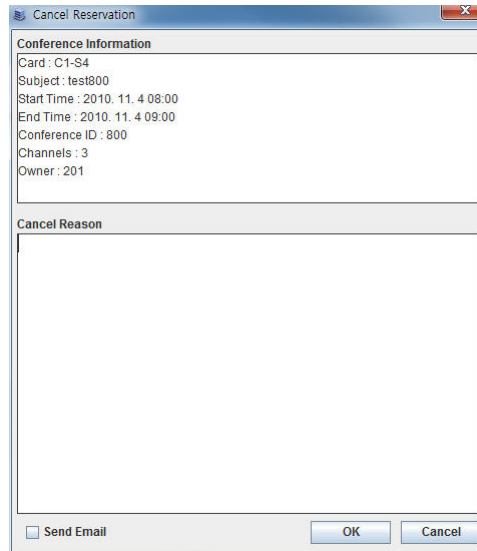
Cancel Reservation

You can cancel the reserved conference.
[Cancel Reservation] button is shown on Reserved Meet Me.

If you click **[Cancel Reservation]** button, the information of the selected conference is shown, and you can input the reason.

Figure 3.11   Cancel Reservation

Scheduler History

If you click the **[Scheduler History]** menu, you can see the conference history.
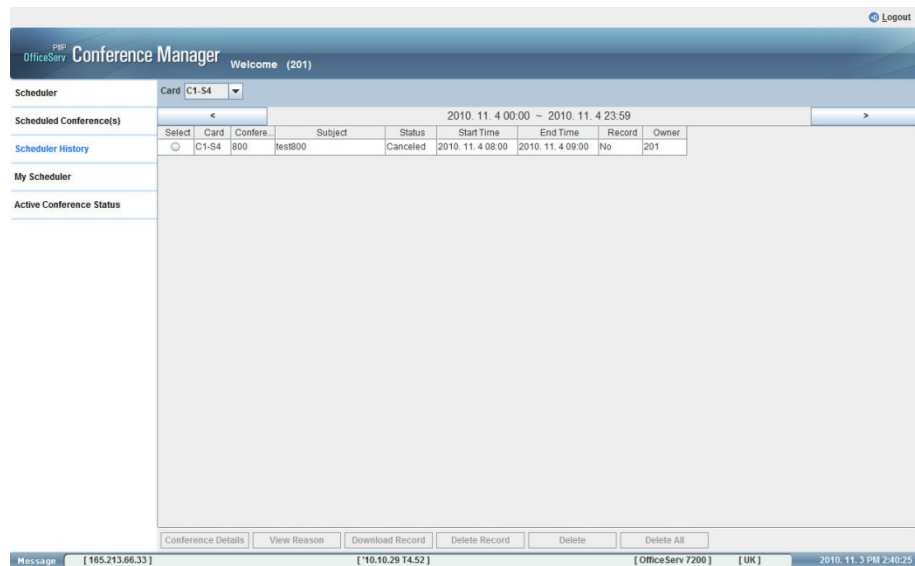
Figure 3.12   Scheduler History

Item	Description
Navigator (<, >)	Display the card position, and can select yesterday/ tomorrow
Conference Details	See the detail of selected conference
View Reason	See the cancel reason of selected conference
Download Record	Download the recording file
Delete Record	Delete the recording file
Delete	Delete the selected history
Delete All	Delete all history

My Scheduler

If you click the **[My Scheduler]** menu, you can see your conference reserved list/history/in progress for your user login.
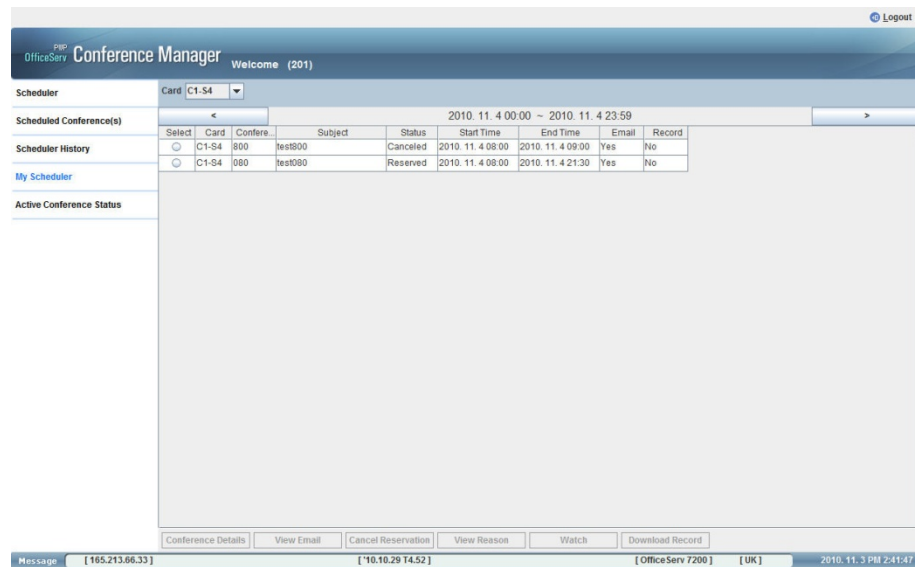
Figure 3.13   My Scheduler

Item	Description
Navigator (<, >)	Display the card position, and can select yesterday/tomorrow
Conference Details	See the detail of selected conference
View Email	See the invitation of selected conference
Cancel Reservation	Cancel the selected conference
View Reason	See the cancel reason of selected conference
Watch	Watch the status of selected conference
Download Record	Download the recorded conference file

Watch

You can watch the status of conference and manage the conference in progress.
[Watch] button is shown on Meet Me My Page and can be activated only when the status of selected conference is In Progress.

If you click **[Watch]** button, the status of the selected conference is shown.

Figure 3.14   Conference Status

Item	Description
Extend Time	Extend the time of conference for 15 minutes. User can extend the time up to 00:00
Lock	Lock the conference
Action (Remove/Clear/Mute)	- Remove: Disconnect the selected member - Clear: Clear the channel status for new member - Mute: Mute the selected member
Recording Start /Recording Stop	Record/stop the voice of conference Recording button can only be activated when the recording option is selected during reservation.
Paging Start /Paging Stop	Page/stop all members Paging button can only be activated when the recording option is selected during reservation.
Terminate	Terminate conference

Active Conference Status

If you click the **[Active Conference Status]** menu, you can see your conference in progress.

Figure 3.15   Active Conference Status

Item	Description
Card	Display the card position, and select the conference in progress
Extend Time	Extend the time of conference for 15 minutes. User can extend the time up to 00:00
Lock	Lock the conference
Action (Remove/Clear/Mute)	- Remove: Disconnect the selected member - Clear: Clear the channel status for new member - Mute: Mute the selected member
Recording Start /Recording Stop	Record/stop the voice of conference Recording button can only be activated when the recording option is selected during reservation.
Paging Start /Paging Stop	Page/stop all members Paging button can only be activated when the recording option is selected during reservation.
Terminate	Terminate conference

CHAPTER 4. Conference Features

This chapter describes detail features of CNF24 conferences.

CNF24 supports 3 kinds of conference types.

- Meet-Me
- Ad-hoc
- Pre-defined.

The CNF24 can provide up to 24 connections for voice conference, with the number of participants in any one conference variable from 2 users to 24. When using the recording or paging function the maximum number of conference members is decreased because one channel is used for a recording or paging.

The maximum recording capacity per CNF24 of 50 hours, the maximum number of conferences that can be recorded simultaneously is 6.

Table 4.1   Examples of conference group configurations

Conference Group Configuration		Group Configuration
No recording.	Group is configured for 2 members.	2 members and 12 groups
	Group is configured for 3 members.	3 members and 8 groups
	Group is configured for 4 members.	4 members and 6 groups
	Group is configured for 6 members.	6 members and 4 groups
	Group is configured for 8 members.	8 members and 3 groups
	Group is configured for 12 members.	12 members and 2 groups
	Group is configured for 24 members.	24 members and 1 group
There are more than one recording.	Group is configured for 2 members.	2 members (+1) 9 groups (Recording:6 channels, Free:0 channel). Maximum of 6 groups can record
	Group is configured for 3 members.	3 members (+1) 6 groups (Recording:6 channels, Free:0 channel)
	Group is configured for 4 members.	4 members (+1) 4 groups (Recording:4 channels, Free:4 channels)
	Group is configured for 6 members.	6 members (+1) 3 groups (Recording:3 channels, Free:3 channels)
	Group is configured for 8 members.	8 members (+1) 2 groups (Recording:2 channels, Free:6 channels)
	Group is configured for 12 members.	12 members (+1) 1 group (Recording:1 channel, Free:11 channels)
	Group is configured for 23 members.	23 members (+1) 1 group (Recording:1 channels, Free:0 channel)

Meet-Me Conference

Meet-Me conference is established when a user joins the conference without being invited. This conference should still be reserved by the master in advance. The Meet-Me conference master can check the conference information and perform additional features using Conference Manager.

Features

Meet-Me Conference Member Type

- Internal Users
  All station users connected with the system can join the conference.
  Refer to the below phone types that can be used as station users.
  - Analog Phone (FXS)
  - Digital Phone
  - WIP Phone
  - IP Phone
  - SIP Phone
  - Soft Phone
  - BRI S0 Phone
- External Users
  External user can join the conference by using all digital trunks except
  Loop Start Analog Trunk (FXO). Refer to the below digital trunk types.
  - ISDN BRI Trunk
  - ISDN PRI Trunk
  - SPnet
  - SIP Trunk (To use CNF24 resource properly, MPS should be enabled.)
  - H.323 Trunk (To use CNF24 resource properly, MGI should be enabled.)

Meet-Me Conference Features

- User can join the conference without being invited by the master.
- Voice Recording and Paging
  User can record current conference call. And PAGE channel can be a conference member to broadcast the current conference to PAGE group.
- Various Alarms
  Conference members who have already joined the conference can hear Join, Leave and End alarm tone.
  - Join alarm can be heard when a new member joins the conference.
  - Leave alarm can be heard when one member leaves the conference.
  - End alarm can be heard every 30 seconds when 3 minutes left before the end of conference.
- Who am I
  When a new member tries to join the conference, they should tell who they are to join the conference by following the announcement.
  Member can announce their who am I after hearing beep tone.
- Sole Participant Audio (SPA)
  For the first member who joins the conference, they can hear SPA until another member joins.
- Conference Manager
  The master can perform additional conference features by using Conference Manager.
  - Conference reservation
  - Conference list inspection and inquiry
  - Personal greeting
    User can register personal greeting on reservation menu.
  - Conference status inquiry
  - Lock/UnLock the conference
  - Mute/UnMute the conference member
  - Disconnect a conference member
  - Conference time extension

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Meet-Me Conference Options

In DM 9.1.1 the user can set Meet-Me conference options such as basic joining flow and mail server environment.
Basic Meet-Me joining flow can be changed by DM 9.1.1 Conference Options. If a specific option is disabled the related flow will be skipped. Options below affect the joining flow.

- Password Options
- Greeting Options
- Who Am I Options
- SPA Options
- Join/Leave/End Alarm Options
  Only the master can hear the End Alarm at intervals of 30 seconds 3 minutes before the end of the conference.

The other options' definitions are below.

- Early Ent Time: Set early entrance time.
  Members can join the conference 15 minutes earlier than the scheduled start time
- Max Rec Time: Maximum recording time. (default: 300 min)
- Record Alarm Capacity: Alarm will be generated when the capacity of recording files exceeds the designated capacity. (default: 70%)
- Record Delete Capacity: Recording files will be deleted when the capacity of recording files exceeds the designated capacity. (default: 90%)
  In this case the oldest file is deleted automatically.
- Mail Server Options: If this option is enabled, the mail server will follow the options (Mail Max Retry, Mail Day Saving Time, Mail Time Zone Offset etc.)
- Mail Max Retry: Mail sending maximum retry count when sending fails.
- Mail Retry Interval: Mail sending retry interval when sending fails.
- Mail Day Saving Time: Mail Day Saving Time (DST) Disable/Enable
- Mail Time Zone Offset: Mail Time Zone Offset (-23/30 ~ +23/30)
- Mail Server IP: Mail Server's IP address
- Mail Server Port: Mail Server's connection port number
- Mail Server User ID: Mail Server's user ID
- Mail Server Password: Mail Server's password
- Mail Server Domain: Mail Server's Domain Address (instead of Mail Server IP)
- DNS IP: DNS IP address (used for Mail Server Domain)

9.1.1. Conference Options

Item	Conference Options
Password Options	On
Greeting Options	On
Whoami Options	On
SPA Options	On
Join Alarm Options	On
Leave Alarm Options	On
End Alarm Options	On
Early Ent Time	15
Mail Server Options	On
Mail Max Retry	
Mail Retry Interval	
Mail Day Saving Time	Disable
Mail Time Zone Offset	+00|00
Max Rec Time	300
Mail Server IP	255.255.255.255
Mail Server Port	
Local Domain	
Mail Server User ID	
Mail Server Password	
Record Alarm Capacity	70
Record Delete Capacity	90

Figure 4.1   Conference Options

Conference Progress

Meet-Me Conference Reservation

1. Access Conference Manager to reserve Meet-Me conference.

You can access Conference manager by DM 9.2.1 or by entering below URL.

[MP20S] https://System IP Address/pwp/index.html

[MP20/40] http://System IP Address/pwp/index.html

- ID: Extension Number
- Password: Password of station number (default: 1234)

Each extension user can access Conference Manager and manage their own conferences. These conferences can't be checked by other extension users.
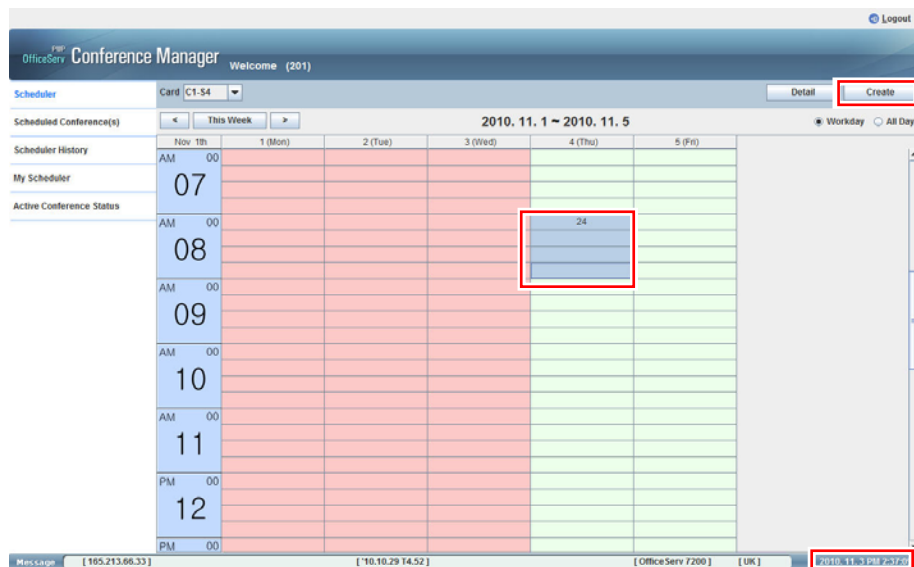
Figure 4.2   Conference Manager (DM 9.2.1)

2. Check current date and time.
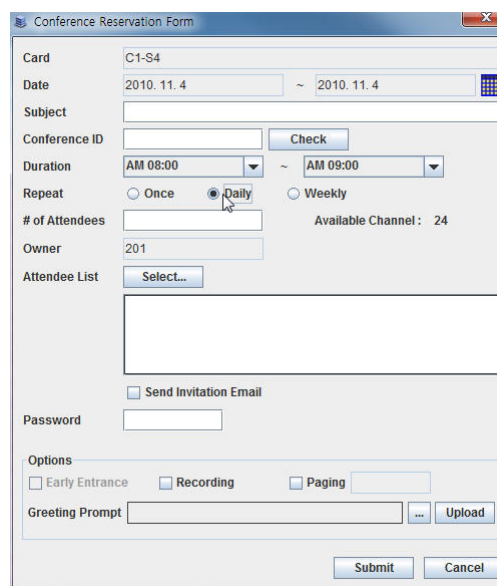
3. Set conference date and time.

Select today's column. A number of free conference channels are displayed at each row.

- Column: One day (If you select Work Day, you can see Monday ~ Friday columns. If you select All Day, you can see all days including weekends.)
- Row: 15 minutes
  ex.) If you want to set conference time from 10:00 to 11:00, drag the mouse pointer from 10:00 to 11:00.

4. Reserve conference.

Select **[Create]** button. Then new pop-up menu will be displayed as below.

Figure 4.3   Conference Reservation

5. Input conference information

Item	Description
Subject	Input the description for conference.
Conference Id	Input Conference ID. Three digits should be inserted. (ex. 100) After inputting the unique numeric ID, click the **[Check]** button If the ID is not unique, system will offer a unique ID.
Duration	Select the time and duration for conference.
Repeat	Select the repeat type. (Once/Daily/Weekly) If you select 'Daily', the end date can't exceed 7days from start date. If you select 'Weekly', the end date can't exceed 28 days from start date.
End Date	If you select 'Daily/Weekly', select the end date for conference.
# of Attendees	Input the number of attendees, this will reserve the required channels from the available channels.
Available Channel	Display the max channel according to condition.
Attendee List	Input conference member. You can send the invitation letter by checking the 'Send Invitation letter' after confirming reservation.
Password	Input a numeric password for the conference If left blank, members joining the conference will not be required to enter a password.

Options	- Early Entrance: Determine if early entrance is allowed
	- Recording: Determine if recording is allowed
	  If recording is checked, this will use an additional channel.
	- Paging: Determine if early paging is allowed.
	  If paging option is checked, this will use an additional channel and <Page Group> is enabled. Input the page group index.

Page Group	You can upload a personal greeting message file.
Greeting Prompt	Input a numeric password for the conference If left blank, members joining the conference will not be required to enter a password.

Set e-mail server configuration

1) Set e-mail address of master in DM 9.1.6. Email Address. E-mail address of master is used as Sender.

2) When you reserve conference, select <Party List> of Conference Reservation. Then <Select Conference Member> will be shown.

3) There are two ways for selecting member.

   (a) <Subscriber>: You can input party by searching pre-defined meet-me member list which was set in DM 9.1.5.

   In DM 9.1.5 input meet-me member information such as name, tel and e-mail.

   (ex) BOB / 216 / bob@ipums2008.samsung.com

   (b) <Party List>   : You can input party information in person.

4) After selecting members, set <Send Invitation letter> box in Conference Reservation.

5) After completing conference reservation, <Meet Me Conference Invitation> will be shown.

   Input <Mail Subject> and check e-mail description. Then select <Send>.

Select Conference Member and Sending Invitation Letter

If you click the Party List panel, the following window will be displayed. Search subscriber by phone number or name and add selected subscriber to Party List. In Party List, subscriber's information such as phone number, name and e-mail address can be checked.

Figure 4.4   Select Conference Member

If you check the 'Send Invitation letter', you will see the window below. Write an invitation message and click the **[Send]** button. The mail will be sent to the conference members.

Figure 4.5   Meet Me Invitation Letter

Upload Personal Greeting prompt

If you want to use a personal greeting prompt, you should change its file type to SND. Refer to the transferring procedure below.

1)   Run multimedia program.
2)   Open wav file that you want to upload as personal greeting.
3)   Select <Save as> and choose <Raw (*.snd)>.
4)   Select <Attributes> and set Encoding as u-Law and sampling rate as 8000. (You don't have to change other parameters.)
5)   SND file is created.

After creating SND file, select the file and click <Upload> in <Greeting Prompt> menu. Refer to Figure 4.3 Conference Reservation.

Join Meet-Me Conference

1. Dial Meet-Me Feature key or code

Settings for internal and external user are different as shown below.

- Internal user

  There are two ways to start Meet-Me join flow.

  → Assign <MJOIN> key to station user in DM 4.9.2.

  Select MJOIN key.

  → Assign <MJOIN> feature code value in DM 2.8.0.

  Dial MJOIN feature code.

- External user

  → Set DID routing table in DM 3.2.3 to allow external user to join Meet-Me conference.

  (1) Assign <MJOIN> feature code value in DM 2.8.0. (ex. 88)

  (2) Input specific digits as Incoming digits in DM 3.2.3. (ex. 200)

  (3) Input MJOIN feature code as its Ring Plan in DM 3.2.3.

2.8.0.Numbering Plan

Cabinet FEATURES

Slot	Channel	Port No	Device Type	Tel Number
LOGOUT	171	633	Features	
MACR	170	632	Features	
MCONF	163	625	Features	7775
MGC	162	624	Features	88
MJOIN	161	623	Features	7777

Figure 4.6 MJOIN Feature Code

2. Dial Conference ID

Participant hears announcement which requests to dial conference ID.

Participant should dial conference ID following examples below.

- Conference ID (xxx) + End Digit ('#')

  → 4 digits (Simple way)

  → User will join the conference as an Anonymous.

- Conference ID (xxx) + Member Login Index (yy) + End Digit ('#')

  → 6 digits.

  → Member Login Index can be 00 to 99. If user dials 99 as member

login index, then that user will join the conference as a Master.

3. Dial Password

After confirming Conference ID, participant hears announcement which requests to dial password.

Participant should dial conference ID following below examples.

- Password (zzzz) + End Digit ('#')
  → 5 digits

4. Greeting

After confirming password, participant hears greeting announcement

5. Record WhoamI

Participant hears announcement which requests to record their whoami after the beep tone.

Recording will be stopped when participant dials '#' key or max record timer (Max Rec Time) in DM 9.1.1 is expired.

6. Play SPA (Single Participant Announcment)

Only 1st member can hear SPA until the other participants join the conference.

In this case 1st member does not join the conference untill the 2nd member has entered their password.

7. Join Alarm

Current members who have already joined the conference can hear join-alarm tone of a new participant.

8. Play recorded whoami

Current members who have already joined the conference can hear recorded whoami of a new participant. In this case, if new participant is a station user, "Meet-Me Conf / Wait for Joining" message will be displayed on their LCD until they join the conference.

9. Join Meet-Me conference

Participant joins the conference after completing above flow.

Record Meet-Me Conference

Master/Organizer can record the current conference.
Recording option in conference set up must be set to enable to access this feature.

1. Connect to Conference Manager and click **[My Meet Me]** menu.

2. Information of all conference groups is displayed.

Select one conference group that the master wants to record and click **[Watch]** button.

3. Conference Status menu is displayed.

Click **[Recording Start]** button to start recording conference call.

Note that one recording occupies one conference channel.
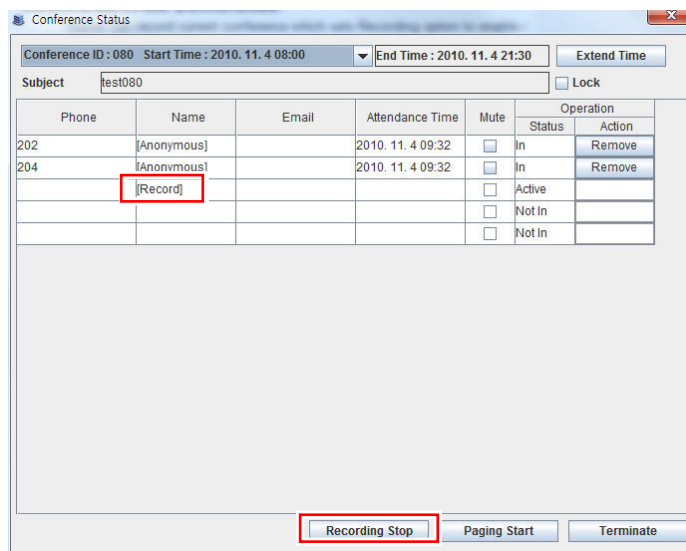
Figure 4.7   Record Meet-Me Conference

Download Recorded Conference File

Master/organizer can download the recorded conference file after completing or terminating the conference.

1. Connect to Conference Manager and click **[Meet Me History]** menu.

2. Information of all completed or terminated conference groups is displayed.

Select the conference group that you want to download the recorded conference file and click **[Download Record]** button.

Be sure that **[Download Record]** button is activated only when selected conference is completed or terminated.
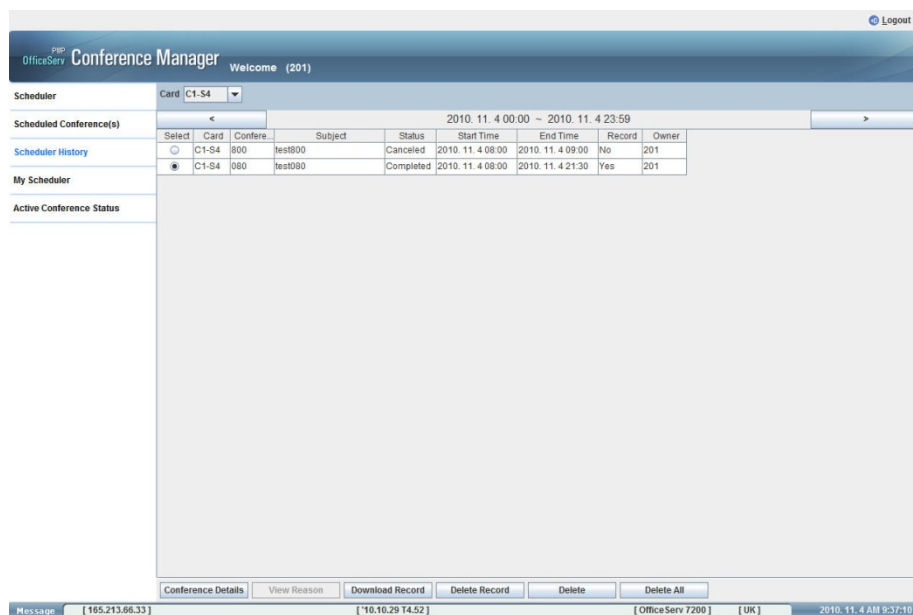
Figure 4.8   Download Recorded Conference

3.   Save menu is displayed.

Select directory and save current recorded file.

Recorded file is saved as snd type and named as
<rec_date_conference id>.wav.
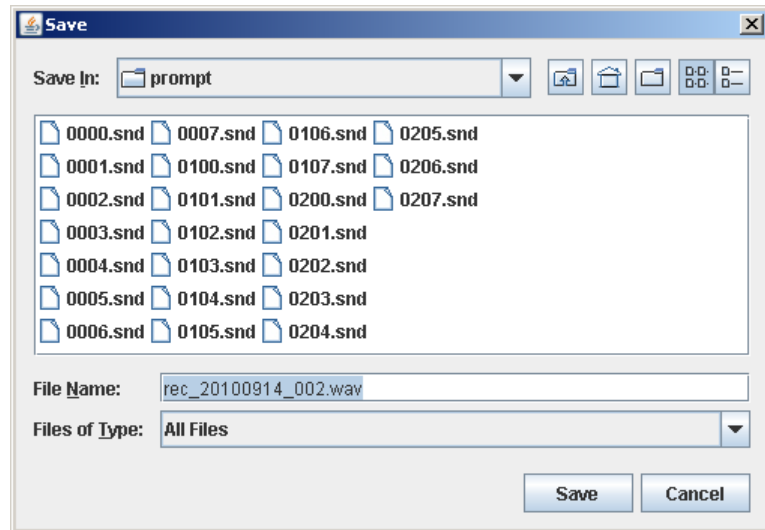
Figure 4.9   Save recorded conference

Play Downloaded Conference File

Downloaded conference file can be played as following.

Run a multimedia program and open a downloaded conference file.
The downloaded conference file is saved as .wav type, so you should not
have to change its file type.

Page Meet-Me Conference

The conference Master can broadcast the page current conference over a page group

Paging option in conference set up must be set to enable to access this feature.

Before connecting to Conference Manager, page group (0~4) and its members should be set in DM 4.1.3.

1.   Connect Conference Manager and click **[My Meet Me]** menu.

2.   Information of all conference groups is displayed.

Select one conference group that master wants to page and click **[Watch]** button.

3.   Conference Status menu is displayed.

Click **[Paging Start]** button to start paging conference call.

Page members can hear current conference until page is stopped.

Note that one page occupies one conference channel.

Figure 4.10   Page Meet-Me Conference

Additional Features

Additional features of Meet-me conference can be checked on [My Page] →
[Watch]. And watching conference is allowed when conference status is In
Progress.

1. Connect to Conference Manager and click **[My Meet Me]** menu.

2. Information of all conference groups is displayed.
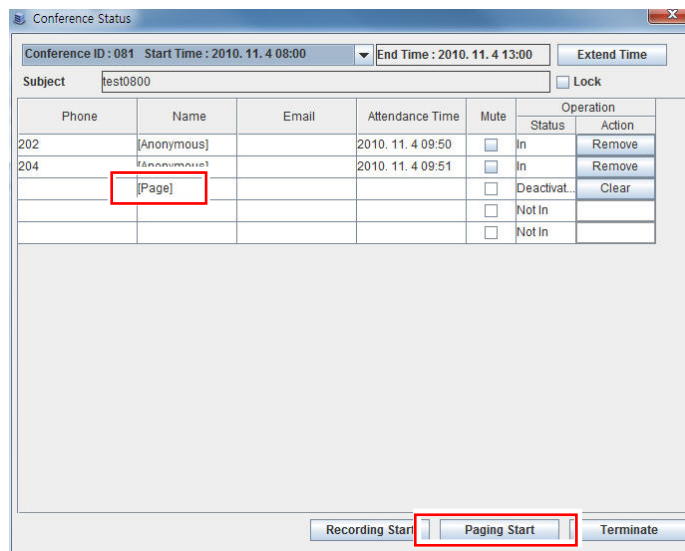
Select one conference group that the master wants to check and click
[Watch] button.

Lock/Unlock the conference

If **[Lock]** is checked, no more members can join the conference. Remove
the mark on **[Lock]** to allow other members to join.

Mute/UnMute the conference member

If **[Mute]** is checked, that member cannot be heard by other members.

Kick out the conference member

If master selects **[Kick Out]** button, that member is disconnected
automatically and cannot re-join current conference until master selects
<Clear>. If external user is kicked out and has a specific CLI number, the
CLI number is checked on joining members, a member who has the same
CLI number cannot join the current conference.

Conference time extension

There are two ways to extend conference end time.
1) Conference Manager: Select <Meet Me MyPage> and select the
   conference which you want to extend the end time. When <Conference
   Status> is popped-up, select <Extend Time>. One click prolongs the
   conference by 15 minutes and the master can extend the end time by up
   to 1 hour.
2) Phone: In DM 2.8.0, select FEATURES and set tel. number of
   <EXTEND>.   (ex. EXTEND : 99)
   Join meet-me conference as Master.
   (a) Select MJOIN key and input <Conference ID + Master login
       index>. ==> If conf ID is 104, you should input 10499 to join
       conference as master. (99 is master login index.)
   (b) During conference, select EXTEND key or input its tel. number. (ex.
       EXTEND : 99)
You can see end time is extended in <Conference Status> menu.

Meet-Me Adhoc

It is possible that a user who does not know the conference joining information (Conference ID, password etc.) can join a Meet-me conference. This feature is called Meet-Me Adhoc and there are two ways to transfer a current call onto a Meet-me conference.

1) When in Conversation
   When user A and B are in a conversation, <A> can make <B> join Meet-me conference.
   (a) During conversation, <A> selects [TRSF]+[MJOIN].
   (b) Meet-me conference join flow is started.
       In this case opposite party <B> is on hold.
   (c) After completing join flow, <B> joins the conference and <A> is disconnected.

2) In case of Meet-me Conference
   When user A joins Meet-me conference, <A> can make <B> join current conference without disconnecting <A> itself.
   (a) During Meet-me conference, <A> selects [MJOIN].
   (b) When hearing dial tone, <A> dials the number of <B>.
   (c) After connecting with <B>, <A> selects [MJOIN] again.
       Then both <A> and <B> join the conference at the same time.

In this case the join flow is not needed because <A> is already an authorized member of the conference.

Ad-hoc Conference

Ad-hoc conference is established when the master invites conference members one by one. The OfficeServ system also supports this conference type without the CNF24 using system resource. The additional features and capacity is only available when using the CNF24

Features

- Ad-hoc conference can be established when there are at least 3 members. If one of members disconnects the call, Ad-hoc conference is also disconnected.
- If there are more than 4 members in conference and the master disconnects the call, one of remaining members becomes a new master.

Conference Progress

1. Assign <MCONF> key to a station user in DM 4.9.2 or set feature code value in DM 2.8.0.

2. Station A selects MCONF key or dial the feature code during conversation with station B.

Station A then dials another station C to invite to the Ad-hoc conference.

Note. Ad-hoc conference with MCONF key uses CNF24 conference channels not system resource and station A becomes the master in this case.

3. Dial MCONF key.

If the master wants to invite another member, dial that member's number.

If not, dial MCONF key again.

→ Ad-hoc conference with station A, B and C is established.

Slot	Channel	Port No	Device Type	Tel Number
LOGOUT	171	633	Features	
MACR	170	632	Features	
MCONF	163	625	Features	7775
MGC	162	624	Features	88
MJOIN	161	623	Features	7777

(2.8.0.Numbering Plan — Cabinet: FEATURES)

Figure 4.11   MCONF Feature Code

Pre-defined Conference

Pre-defined conference is established when the master makes a call to a pre-defined conference group.

Features

- If the master disconnects the call, the current pre-defined conference is also disconnected.
- If all members disconnect the call in the middle of a conversation, the master and current pre-defined conference is also disconnected.

Conference Progress

1. Set pre-defined conference group in DM 9.1.4.

2. Select conference group. (00~99)

3. Insert conference members who will be called by the master(organizer).
   - One conference group can have a maximum of 23 members.
   - One CNF24 provides max 24 conference channels, one channel is assigned to the master and the rest of channels can be assigned to members.
   - Internal and external users can be registered as a pre-defined conference member.

4. Assign MGC key to station user in DM 4.9.2 or set feature code value in DM 2.8.0.

5. Select MGC key and dial conference group number (00~99).
   - In this case, station user becomes a master of the pre-defined conference.

2.8.0.Numbering Plan

Cabinet FEATURES ▼

Slot	Channel	Port No	Device Type	Tel Number
LOGOUT	171	633	Features	
MACR	170	632	Features	
MCONF	163	625	Features	7775
MGC	162	624	Features	88
MJOIN	161	623	Features	7777

Figure 4.12   MGC Feature Code

ABBREVIATION

B

BRI   Basic Rate Interface

C

CPLD   Complex Programmable Logic Device
CPU   Central Processing Unit

D

DM   Device Manager

F

FXO   Foreign eXchange Office
FXS   Foreign eXchange Station

H

HDD   Hard Disk Drive

I

IP   Basic Rate Interface
ISDN   Integrated Services Digital Network

J

JRE   Java Runtime Environment

L

LAN	Local Area Network
LED	Light Emitting Diode

M

MAC	Media Access Control
MCONF	Multi Conference
MCP	Main Control Processor
MGC	Multi Group Conference
MJOIN	Multi Join conference

O

OS	Operating System

P

PCB	Printed Circuit Board
PRI	Primary Rate Interface
PSTN	Public Switched Telephone Network
PWP	Personal Web Page (OfficeServ Conference Manager)

R

RAM	Random Access Memory

S

SIP	Session Initiation Protocol
SPA	Sole Participant Audio

U

UART	Universal Asynchronous Receiver and Transmitter
UTP	Unshielded Twisted Pair wire

W

WIP	Wireless Intelligent Peripheral

WEEE SYMBOL INFORMATION

Correct Disposal of This Product
(Waste Electrical & Electronic Equipment)

(Applicable in the European Union and other European countries with separate collection systems)

This marking shown on the product or its literature, indicates that it should not be disposed with other household wastes at the end of its working life. To prevent possible harm to the environment or human health from uncontrolled waste disposal, please separate this from other types of wastes and recycle it responsibly to promote the sustainable reuse of material resources.

Household users should contact either the retailer where they purchased this product, or their local government office, for details of where and how they can take this item for environmentally safe recycling.

Business users should contact their supplier and check the terms and conditions of the purchase contract. This product should not be mixed with other commercial wastes for disposal.

BATTERY SYMBOL INFORMATION

Correct disposal of batteries in this product

(Applicable in the European Union and other European countries with separate battery return systems.)

This marking on the battery, manual or packaging indicates that the batteries in this product should not be disposed of with other household waste at the end of their working life. Where marked, the chemical symbols Hg, Cd or Pb indicate that the battery contains mercury, cadmium or lead above the reference levels in EC Directive 2006/66. If batteries are not properly disposed of, these substances can cause harm to human health or the environment.

To protect natural resources and to promote material reuse, please separate batteries from other types of waste and recycle them through your local, free battery return system.

CNF24

User Guide

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